


1. Application Date April 8, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 10 1974 74-122 4/18/74									
2. Agency Application No. 135		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets & Commodity Promotion Division Commodities Promotion Unit 19 Hunter St., S. W., Atlanta, Georgia 30334		4. Person to Contact  Jimmy C. Bridges									
		5. Working Title Director		6. Tel. No. 656-3678									
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD 73-491 Sept. 17, 1973 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series Earliest & Latest Dates of Series		9. Exact Series Title "COMMODITY BALLOT FILES"											
10. What is the function of the office in which this record series is created? <p>The Markets and Commodity Promotion Division provides services to improve marketing of agriculture products, to find new outlets and uses for products, and to help promote Georgia products both nationally and internationally. It inspects products for quality and quantity.</p>													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to the official balloting to authorize a commodity marketing order to collect assessments from producers of an agricultural product for use in promotion, education and research.</p> <p>Included are: The official ballots affecting soybeans, cotton, apples, tobacco, peaches, sweet potatoes, peanuts, eggs and milk.</p> <p>Files are arranged alphabetically by Commodity Groups.</p>													
ATTACH SAMPLES OF THE FILE													
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records									
Letter-size File Drawers				ANNUAL RATE OF ACCUMULATION 4-8-4									
Legal-size File Drawers				Floor Space Occupied (Square Feet)									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>This Year's</td> <td>Last Year's</td> <td>Preceding Year's</td> <td>All Prior Years'</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Years'				
This Year's	Last Year's	Preceding Year's	All Prior Years'										
				AVERAGE DAILY REFERENCES									

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

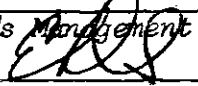
Georgia Agricultural Commodity Promotion Act, 1969

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Cut off files at end of calendar year in which commodity commission balloting is held or when ballots have been certified, whichever is first; then transfer to State Records Center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	4-8-74	Elvis D. Hicks	4-8-74
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Dixon	4-16-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart	4-15-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Robert H. Hume	4-17-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS
COMMITTEE